

17 DEC 1975

MEMORANDUM FOR: Deputy Director of Security (PTOS)

SUBJECT : Use of CIA Letterhead Stationery

REFERENCE : Memo dtd 9 Dec 75 for D/Sec from
DDA, same subject

1. Within the Physical Security Division, three out of four Branches have had occasion in the past to use CIA letterhead stationery in corresponding with other elements of the U.S. Government and/or with private business firms, as follows:

a. Overseas Security Branch, only in very rare instances, has prepared correspondence on CIA letterhead stationery directed to elements of the Office of Security, Department of State. This correspondence is prepared only for the signature of either the Chief, Physical Security Division or the Director of Security.

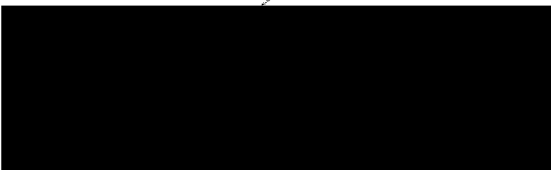
b. Headquarters Security Branch has a continuing requirement to correspond on CIA letterhead stationery with the General Services Administration (GSA), in particular the Federal Protective Service, and on occasion with private firms attempting to vend products to the Agency. Most correspondence with GSA on routine matters is prepared for the signature of the Branch Chief. Correspondence dealing with more significant matters is signed by the Director of Security. Correspondence with vendors normally would be signed by the Director of Security.

c. Safety Branch submits periodic reports to the Department of Labor and to the Federal Fire Council, GSA, using CIA letterhead stationery. In some instances, these reports require the signature of the Deputy Director for Administration and others are signed by the Director of

Security. In addition, the Branch occasionally corresponds with various private firms regarding products related to the field of safety. This latter correspondence is also prepared on CIA letterhead stationery, and in most instances is signed by the Branch Chief.

2. In my judgment, the requirements enumerated above relative to the utilization of CIA letterhead stationery are valid ones.

3. As discussed with Policy and Plans Group, CIA letterhead stationery is available to anyone who has access to an Agency supply room. Consequently, any controls instituted on the use of these materials must first concentrate on the source of supply. Since the majority of correspondence prepared by this Division on CIA letterhead stationery involves the signature of the Division Chief or higher authority, the misuse of this material within the Physical Security Division is not considered to be a major problem. However, to insure that adequate control is exercised in all instances, effective immediately Physical Security Division personnel are being instructed that all correspondence prepared on CIA letterhead stationery must be approved by the Chief or Deputy Chief of the Division.


Chief, Physical Security Division

25X1A

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/PhySD

EXTENSION

NO.

DATE

17 DEC 1975

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

CoB/DD/PTOS

17 DEC 1975

17 DEC 1975 CRP

2.

DD/PTOS

3.

PPG

17 Dec 75 WB

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